
**JUSTICE CABINET DEPARTMENT OF CORRECTIONS
JOB OPPORTUNITY ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER M/F/D**

The jobs listed below are posted on the Kentucky Personnel Cabinet's web site,
which can be accessed at: www.Careers.ky.gov

October 9, 2015

ACCOUNTANT III— (Oldham County – Kentucky State Reformatory)—Grade 10—(\$2139.80 - \$2834.88) **MINIMUM REQUIREMENTS:** High school graduate. Must have four years of accounting, bookkeeping or fiscal clerical experience. Training in accounting, business administration, business education, office administration or a related field will substitute for the required experience on a year-for-year basis. Accounting, bookkeeping or fiscal clerical experience will substitute for the required education on a year-for-year basis.

ADMINISTRATIVE ASSISTANT—(Oldham County – Luther Lockett Correctional Complex)—Grade 9—(\$1945.50 - \$2577.30) **MINIMUM REQUIREMENTS:** High school graduate. Must have three years of experience in business, administrative work, research, or clerical experience. College will substitute for the required experience on a year-for-year basis.

ADMINISTRATIVE SECRETARY—(Oldham County – Luther Lockett Correctional Complex)—Grade 10—(\$2139.80 - \$2834.88) **MIN REQ:** High school graduate. Must have 4 years of office support experience. Additional education will sub for the required experience on a year-for-year basis. Office support experience will sub for the required education on a year-for-year basis.

ADMINISTRATIVE SECRETARY—(Shelby County – Kentucky Correctional Institute for Women)—Grade 10—(\$2139.80 - \$2834.88) **MIN REQ:** High school graduate. Must have 4 years of office support experience. Additional education will sub for the required experience on a year-for-year basis. Office support experience will sub for the required education on a year-for-year basis.

CERTIFIED PSYCHOLOGIST/PSYCH ASSOC/LIC PSYCH PRAC I—(Lyon County – Western Kentucky Correctional Complex)—Grade 14—(\$3133.00 - \$4150.30) **MINIMUM REQUIREMENTS:** Must be certified or be permitted to practice psychology on a temporary basis by the Kentucky Board of Examiners of Psychology as a Certified Psychologist, Psychological Associate or Licensed Psychological Practitioner.

CLASSIFICATION & TREATMENT OFFICER I – (Elliott County – Little Sandy Correctional Complex)—Grade 12—(\$2589.26 - \$3430.10) **MIN REQUIREMENTS:** Graduate of a college or university with a bachelor's degree.

CLASSIFICATION & TREATMENT OFFICER I – (Oldham County – Roederer Correctional Complex) Grade 12—(\$2589.26 - \$3430.10) **MIN REQUIREMENTS:** Graduate of a college or university with a bachelor's degree.

CLASSIFICATION & TREATMENT OFFICER I – (Oldham County –Luther Lockett Correctional Complex) Grade 12—(\$2589.26 - \$3430.10) **MIN REQUIREMENTS:** Graduate of a college or university with a bachelor's degree.

**JUSTICE CABINET
DEPARTMENT OF CORRECTIONS
JOB OPPORTUNITY ANNOUNCEMENT
(continued)**

October 9, 2015

CORRECTIONAL CAPTAIN I—(Elliott County – Little Sandy Correctional Complex)

Grade 12—(\$3000 - \$3430.10) **MINIMUM REQUIREMENTS:** High School graduate. Must have three years of experience in corrections, law enforcement, criminal justice or social work dealing with rehabilitation of offenders. At least one year of the experience must have been in a supervisory capacity in a custodial security setting. An associate's degree from a college or university in corrections, criminal justice, law enforcement or a related field will substitute for six months of the required non-supervisory experience. A bachelor's degree from a college or university in corrections, criminal justice, law enforcement or a related field will substitute for one year of the required non-supervisory experience. Must be 21 years of age.

CORRECTIONAL CAPTAIN I—(Shelby County – Kentucky Correctional Institute for Women)

Grade 12—(\$3000 - \$3430.10) **MINIMUM REQUIREMENTS:** High School graduate. Must have three years of experience in corrections, law enforcement, criminal justice or social work dealing with rehabilitation of offenders. At least one year of the experience must have been in a supervisory capacity in a custodial security setting. An associate's degree from a college or university in corrections, criminal justice, law enforcement or a related field will substitute for six months of the required non-supervisory experience. A bachelor's degree from a college or university in corrections, criminal justice, law enforcement or a related field will substitute for one year of the required non-supervisory experience. Must be 21 years of age.

CORRECTIONAL FARM CREW LEADER—(Oldham County—Roederer Correctional Complex)

Grade 9—(\$1945.50 - \$2577.30) **MINIMUM REQUIREMENTS:** High school graduate. Must have one year of agricultural experience. Additional education or training in agriculture will substitute for the experience on a year for year basis. Must be 21 years of age.

CORRECTIONAL LIEUTENANT – (Lyon County – Kentucky State Penitentiary)

Grade 11—(\$2750 - \$3118.28) **MIN REQUIREMENTS:** High school graduate. Must have 2 years of experience in corrections, law enforcement, criminal justice, or social work dealing with the rehabilitation of offenders. An associate's degree from a college or university in corrections, criminal justice, law enforcement, or a related field will substitute for 6 months of the required non-supervisory experience. A bachelor's degree from a college or university in corrections, criminal justice, law enforcement or a related major field will substitute for 1 year of the required non-supervisory experience. Must be 21 years of age.

CORRECTIONAL LIEUTENANT – (Oldham County – Kentucky State Reformatory)

Grade 11—(\$2750 - \$3118.28) **MIN REQUIREMENTS:** High school graduate. Must have 2 years of experience in corrections, law enforcement, criminal justice, or social work dealing with the rehabilitation of offenders. An associate's degree from a college or university in corrections, criminal justice, law enforcement, or a related field will substitute for 6 months of the required non-supervisory experience. A bachelor's degree from a college or university in corrections, criminal justice, law enforcement or a related major field will substitute for 1 year of the required non-supervisory experience. Must be 21 years of age.

**JUSTICE CABINET
DEPARTMENT OF CORRECTIONS
JOB OPPORTUNITY ANNOUNCEMENT
(continued)**

October 9, 2015

CORRECTIONAL SERGEANT - (Boyle Count – Northpoint Training Center) Grade 10—(\$2500 - \$2834.88) **MIN REQUIREMENTS:** High school graduate. Must have 1 year of experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders. An associate's degree from a college or university in corrections, criminal justice, law enforcement or a related field will sub. for 6 months of the required experience. A bachelor's degree from a college or university in corrections, criminal justice, law enforcement or a related major field will substitute for 1 year of required experience. Must be 21 years of age.

CORRECTIONAL SERGEANT - (Elliott County – Little Sandy Correctional Complex) Grade 10—(\$2500 - \$2834.88) **MIN REQUIREMENTS:** High school graduate. Must have 1 year of experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders. An associate's degree from a college or university in corrections, criminal justice, law enforcement or a related field will sub. for 6 months of the required experience. A bachelor's degree from a college or university in corrections, criminal justice, law enforcement or a related major field will substitute for 1 year of required experience. Must be 21 years of age.

CORRECTIONAL SERGEANT - (Lyon County – Kentucky State Penitentiary) Grade 10—(\$2500 - \$2834.88) **MIN REQUIREMENTS:** High school graduate. Must have 1 year of experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders. An associate's degree from a college or university in corrections, criminal justice, law enforcement or a related field will sub. for 6 months of the required experience. A bachelor's degree from a college or university in corrections, criminal justice, law enforcement or a related major field will substitute for 1 year of required experience. Must be 21 years of age.

CORRECTIONAL SERGEANT - (Muhlenberg County – Green River Correctional Complex) Grade 10—(\$2500 - \$2834.88) **MIN REQUIREMENTS:** High school graduate. Must have 1 year of experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders. An associate's degree from a college or university in corrections, criminal justice, law enforcement or a related field will sub. for 6 months of the required experience. A bachelor's degree from a college or university in corrections, criminal justice, law enforcement or a related major field will substitute for 1 year of required experience. Must be 21 years of age.

CORRECTIONAL SERGEANT - (Shelby County – Kentucky Correctional Institute for Women) Grade 10—(\$2500 - \$2834.88) **MIN REQUIREMENTS:** High school graduate. Must have 1 year of experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders. An associate's degree from a college or university in corrections, criminal justice, law enforcement or a related field will sub. for 6 months of the required experience. A bachelor's degree from a college or university in corrections, criminal justice, law enforcement or a related major field will substitute for 1 year of required experience. Must be 21 years of age.

**JUSTICE CABINET
DEPARTMENT OF CORRECTIONS
JOB OPPORTUNITY ANNOUNCEMENT
(continued)**

October 9, 2015

CORRECTIONS TRAINING INSTRUCTOR/COORDINATOR I— (Lyon County – Western Kentucky Correctional Complex)—Grade 13—(\$2848.22 - \$3791.68) **MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must have two of years experience in corrections. Graduate study in corrections, justice administration or law will substitute for the required experience on a year-for-year basis. Experience in corrections will substitute for the required college on a year-for-year basis.

CORRECTIONS UNIT ADMINISTRATOR I—(Oldham County – Kentucky State Reformatory) —Grade 13—(\$2848.22 - \$3791.68) **MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must have 2 years of experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders. A master's degree in corrections, criminal justice, law enforcement, social work, sociology, counseling and guidance or a related field will substitute for 1 year of the required experience. Additional experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders will substitute for the education on a year-for-year basis.

CORRECTIONS UNIT ADMINISTRATOR II—(Oldham County – Kentucky State Reformatory)—Grade 14—(\$3133 - \$4150.30) **MIN. REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must have 3 years of experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders, including 1 year of supervisory experience in a custodial setting. A master's degree in corrections, law enforcement, social work, sociology, counseling and guidance or related field will substitute for 1 year of the non-supervisory experience. Additional experience in corrections, law enforcement, criminal justice, or social work dealing with the rehabilitation of offenders will substitute for the education on a year-for-year basis.

ELECTRICIAN LICENSED SUPERVISOR—(Oldham County – Roederer Correctional Complex) - Grade 12—(\$2589.26 - \$3430.10) **MINIMUM REQUIREMENTS:** Must have five years of experience as an electrician. Related vocational or technical school training will substitute for the experience on a year-for-year basis.

MAINTENANCE BRANCH MANAGER—(Oldham County – Kentucky State Reformatory)—Grade 15—(\$3446.22 - \$4565.44) **MIN. REQUIREMENTS:** High school graduate. Must have 5 years of building maintenance, grounds maintenance, general trades, skilled trades or mechanical maintenance experience. Formal training in industrial arts, horticulture, mechanical engineering or a related field will substitute for the experience on a year-for-year basis. Experience in one of the above or related fields will substitute for the education on a year-for-year basis.

MECHANICAL MAINTENANCE & OPERATIONS TECHNICIAN II—(Muhlenberg County – Green River Correctional Complex) Grade 9—(\$1945.50 - \$2577.30) **MINIMUM REQUIREMENTS:** Must have three years of experience in the maintenance and/or repair of air conditioning, heating, refrigeration, ventilation or electrical systems. Formal training in one of the above or related fields will substitute for the experience on a year-for-year basis.

**JUSTICE CABINET
DEPARTMENT OF CORRECTIONS
JOB OPPORTUNITY ANNOUNCEMENT
(continued)**

October 9, 2015

OFFENDER INFORMATION SPECIALIST I— (Oldham County – Roederer Correctional Complex) Grade 11—(\$2354.04 - \$3118.28) **MIN. REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Admin., legal, paralegal, or offender records work experience will substitute for the required education on a year-for-year basis.

PLUMBER LICENSED SUPERVISOR— (Lyon County – Western Kentucky Correctional Complex) Grade 12—(\$2589.26 - \$3430.10) **MINIMUM REQUIREMENTS:** Must be licensed as a master plumber by the Department of Housing, Buildings and Construction.

PROBATION AND PAROLE OFFICER- (Fayette County – Probation & Parole) - GRADE: 12 – (\$2427.44 - \$3215.72) **MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must be 21 years of age.

STORES OPERATIONS SUPERVISOR—(Lyon County – Kentucky State Penitentiary)— Grade 10—(\$2139.80 - \$2834.88) **MINIMUM REQUIREMENTS:** High school graduate. Must have four years of stores experience, including one year experience as a stores supervisor. College courses in business administration, management or a related field will substitute for the required experience on a year-for-year basis. Additional stores experience will substitute for the required education on a year-for-year basis.

Recurring Positions:

CORRECTIONAL OFFICER- (Bell, Boyle, Elliot, Fayette, Lyon, Morgan, Muhlenberg, Oldham, & Shelby counties) —Grade 9—(\$2200 - \$2,416.22)

MIN. REQUIREMENTS: High School or GED. Must be 21 years of age.

**PERSONNEL CABINET
STATE OFFICE BUILDING, 1ST FLOOR
501 HIGH STREET
FRANKFORT, KENTUCKY 40601**

All applicants must complete an application on Personnel Cabinet's Career Opportunities System (COS) and apply for the vacancies in which they are interested in being considered. Applicants should be aware that in COS, they **apply for each vacancy through separate on-line application actions**. Paper applications are no longer accepted by Personnel Cabinet. This differs from the previous paper-based application system in that applicants no longer remain on registers once they are approved for a classification. Qualified applicants are considered only for those jobs to which he/she has applied.

To get more information about the Career Opportunities System including how to apply for jobs, please visit <http://Careers.KY.GOV> For questions regarding Applications, Counseling, or Registers, please call Personnel Cabinet, (502) 564-8030.

****IMPORTANT****

The Department of Corrections is not liable for the aforementioned information. This listing is provided to departmental employees as a courtesy. For official information of availability, grade and salary information, and minimum requirements, please visit the Personnel Cabinet website at www.personnel.ky.gov.